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File M-93

10 January 1958

TO : Chief, Technical Accounting Staff
FROM : Chief, Finance Division
SUBJECT : Revision of Charts of Accounts

1. Attached hereto are proposed descriptions of two new General Ledger Accounts (accounts 141 and 146.9) and a suggested revision of account 146.7. Establishment of the 146.9 account will permit elimination of the present 146.1 account. These suggested changes to the Chart of Accounts have resulted in part from studies which have been made over the past several months by the Finance Division, and in part from recommendations made in an Audit Report on Imprest Funds dated 23 December 1957. The proposed 141 account has been the subject of previous discussions with [REDACTED] of your office.

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2. The attached proposals are intended to accomplish the following results:

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b. The revision of the 146.7 account description and the establishment of the newly proposed 146.9 account are intended to accomplish the segregation of true Imprest (Petty Cash) Funds from other revolving fund type accountings; for example, those used for the procurement and maintenance of material and safehouses, for the administration of small training sites, and for operational type expenditures. A few of these miscellaneous revolving funds can be properly placed in other existing or proposed accounts (e.g., the new 141 account or the 144.1 or 144.2 accounts); however, a new advance account is considered more appropriate for most of these funds. The absence of an appropriate "catch all" account has necessitated the charging of many advances which are not true Imprest Fund type advances to the present 146.7 account. The establishment of the 146.9 account will place our advance accounts in their proper perspective and will permit a more careful and orderly review of the true Imprest Fund Account. Upon establishment of the 146.9 account, the 146.1 account should be eliminated and the activities now recorded therein should be transferred to the 146.9 account.

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3. Inasmuch as the establishment of the two new accounts is pertinent to the answering of the Audit Report, we request your early consideration of our proposals. Further detailed information can be obtained from [REDACTED] 25X1A9a or [REDACTED] on extension 3550.

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